

**Central Oregon Fire Management Service (COFMS)**  
**Central Oregon Interagency Dispatch Casual Hire Agreement**

1. Casual employees must will submit a written **request for approval to COIDC**, to attend training, meetings, refresher, etc., no later than 14 days prior to travel for local events and 30 days prior to travel for non-local events.
2. Casual employees will provide an approved **INCIDENT TIME REPORT (OF-288)** to COIDC for all assignments. When submitting incident time to COIDC for processing, the OPTIONAL OF-288 (REV. 2/2016), or the Excel form (with auto-calculation) may be used. All other versions will be returned to the Casual for correction. If time has been submitted to ASC by the incident, a copy of the time report (with the BATCH NUMBER) will be provided to COIDC.
3. Casual employees will be “**self-sufficient**”, with few exceptions. The Casual employee will be reimbursed through ASC for approved expenses, with proper documentation, after their return from assignment. These expenses may include, but are not limited to: lodging, meals, incidental/miscellaneous expenses, a rental car. Approved expenses will be reimbursed via the OF-288 or Travel Voucher.
4. Casual employees will **self-status in ROSS**, with few exceptions.
5. A Casual employees’ **Point of Hire** will be determined for each assignment, with consideration of the best value to the ordering incident and government.
6. Casual employees must receive written **POV approval** prior to utilization in connection to their Casual employment.
7. Casual employees will obtain an **Incident Personnel Performance Rating** (ICS Form 225) on every assignment, and provide a legible copy to COIDC with your OF-288(s) and travel. A written explanation will be required if the employee is unable to provide a performance rating.
8. Casual employees will, **upon release from assignment**, submit the following to COIDC within 5 working days: OF-288(s); performance evaluation(s); a travel worksheet; an Enterprise off-road rental package (if applicable when used), and; all receipts for eligible reimbursement.
9. Casual employees will report all changes in contact information, banking information, and qualifications to COIDC in writing.

The primary email address between Casual employees and COIDC will be [coidclogAD@gmail.com](mailto:coidclogAD@gmail.com).

All forms and references are available at <https://gacc.nifc.gov/nwcc/districts/COIDC/ADcasual.html>.

By signing this letter, the Casual employee is agreeing to comply with all sponsorship agreements listed above. Compliance with this agreement will be considered for continued COFMS/COIDC sponsorship.

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Printed Name

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Signature

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Date